



# COMMONWEALTH OF MASSACHUSETTS

## MMARS Security Request Form

*For Departmental Internal Use Only*

### Security Request Type

- ☐ New  
☐ Change  
☐ Delete (User)

Department Code: \_\_\_\_\_

UAID: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_

Locality: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Previous UAID: \_\_\_\_\_ (Please supply this UAID If the user has transferred from another Department)

### AUTHORIZED SIGNATORY DESIGNATIONS

Add Del

- |                          |                          |                     |
|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS PAYABLE    |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS RECEIVABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | BUDGET              |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS        |
| <input type="checkbox"/> | <input type="checkbox"/> | PROCUREMENT         |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUST               |
| <input type="checkbox"/> | <input type="checkbox"/> | VENDOR/CUSTOMER     |
| <input type="checkbox"/> | <input type="checkbox"/> | PAYROLL             |

Add Del

- |                          |                          |                              |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | AUTHORIZED CHARGEBACK        |
| <input type="checkbox"/> | <input type="checkbox"/> | FISCAL - ALL FUNCTIONS       |
| <input type="checkbox"/> | <input type="checkbox"/> | CREDIT CARDS                 |
| <input type="checkbox"/> | <input type="checkbox"/> | INTERFACE                    |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM ADJUSTMENTS              |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM LABOR DEFAULT/EXCEPTIONS |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM RULES                    |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM - ALL FUNCTIONS          |

### MMARS SECURITY ROLES

Add Del

- |                          |                          |                                          |
|--------------------------|--------------------------|------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | ALL SCAN DEPARTMENT (DSCAN)              |
| <input type="checkbox"/> | <input type="checkbox"/> | ALL SCAN STATEWIDE (DSCSW)               |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS PAYABLE USER (DAPU)             |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS PAYABLE ADMINISTRATOR (DAPA)    |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS RECEIVABLE USER (DARU)          |
| <input type="checkbox"/> | <input type="checkbox"/> | ACCOUNTS RECEIVABLE ADMINISTRATOR (DARA) |
| <input type="checkbox"/> | <input type="checkbox"/> | BUDGET USER (DBGU)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | BUDGET ADMINISTRATOR (DBGA)              |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS USER (DFAU)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | FIXED ASSETS ADMINISTRATOR (DFAA)        |
| <input type="checkbox"/> | <input type="checkbox"/> | PROCUREMENT USER (DPROU)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | PROCUREMENT ADMINISTRATOR (DPROA)        |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUST USER (DTRSU)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | TRUST ADMINISTRATOR (DTRSA)              |
| <input type="checkbox"/> | <input type="checkbox"/> | VENDOR/CUSTOMER USER (DVCU)              |
| <input type="checkbox"/> | <input type="checkbox"/> | VENDOR/CUSTOMER ADMINISTRATOR (DVCA)     |
| <input type="checkbox"/> | <input type="checkbox"/> | AUTHORIZED CHARGEBACK ADMIN (DACA)       |
| <input type="checkbox"/> | <input type="checkbox"/> | SECURITY OFFICER (DSO)                   |

### MMARS LCM-SPECIFIC

Add Del

- |                          |                          |                                                       |
|--------------------------|--------------------------|-------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | SCAN ALL (Includes Labor History) (LSCN)              |
| <input type="checkbox"/> | <input type="checkbox"/> | SCAN LIMITED (Does not include Labor History) (LSCNL) |
| <input type="checkbox"/> | <input type="checkbox"/> | ADJUSTMENTS USER (LADJU)                              |
| <input type="checkbox"/> | <input type="checkbox"/> | ADJUSTMENTS ADMINISTRATOR (LADJA)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | LABOR DEFAULT/EXCEPTIONS USER (LLDEU)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | LABOR DEFAULT/EXCEPTIONS ADMIN (LLDEA)                |
| <input type="checkbox"/> | <input type="checkbox"/> | RULES USER (LRULU)                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | RULES ADMINISTRATOR (LRULA)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | LCM ADMINISTRATOR - ALL FUNCTIONS (LALLF)             |

### MMARS INTERFACE ROLE (For Interface Dept. Only)

Add Del

- |                          |                          |                     |
|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | INTERFACE (INTAUTH) |
|--------------------------|--------------------------|---------------------|

Comments / Requests:

I certify that the Department Head has personally approved any requests for Administrator roles and Department Head Signature Authorization designations. This approval is maintained as part of Department Internal Controls.

***For Departmental Internal Use Only, Do Not Submit to CTR Security Unit. All Security Requests Must be Processed Via the MMARS UDOC Transaction.***